

**MID-STATE TECHNICAL COLLEGE**  
**DISTRICT BOARD MEETING MINUTES**

Wisconsin Rapids Campus	May 18, 2020
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**A. CALL TO ORDER** – Robert Beaver

The meeting was called to order at 5:18 p.m.

**B. ROLL CALL**

PRESENT: Robert Beaver, Betty Bruski Mallek, Kristin Crass, Craig Gerlach, Justin Hoerter, Richard Merdan, Lynneia Miller, Charles Spargo and Dr. Shelly Mondeik

EXCUSED: Gordon Schalow

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow, Dr. Beth Ellie, Robb Fish, Dr. Mandy Lang, Ben Nusz, Brad Russell, Matt Schneider, Dr. Deb Stencil, Angie Susa, and Mike Vilcinskas

**C. OPEN MEETING CERTIFICATION** – Robert Beaver

The meeting notice was verified; stating that this meeting of the Mid-State Technical College District Board was announced to the public in an attempt to keep the citizens of the district aware of the date, time and place of the meeting.

**D. OPEN FORUM** – Robert Beaver

The meeting was opened for comments from the audience. No one wished to address the Board.

**E. APPROVAL OF MINUTES**

Motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a voice vote, unanimously approved minutes from the board meeting held April 20, 2020 as presented.

**F. CONSENT AGENDA**

Motion by Mr. Spargo, seconded by Mr. Gerlach, upon a roll call vote with Mr. Hoerter abstaining from voting, unanimously approved the following consent agenda items:

1. The district’s bills for the month of April 2020 were presented in Exhibit B. These bills totaled \$1,011,954.28 of which \$805,618.40 represents operational expenditures and \$206,335.88 represents capital expenditures. The district’s payroll for the month of April totaled \$1,377,187.61 plus \$6,444.08 for travel and miscellaneous reimbursements and \$650,679.92 in fringe benefits. The district’s bills and payroll totaled \$3,046,265.89.

2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146584	Phlebotomy Confirmatory Draw Initial	\$ 4,055.56

3. Approved the following procurement(s) for goods and services:

<u>Amount</u>	<u>Vendor</u>	<u>Department</u>
There were no procurements which required Board approval		

**G. CHAIRPERSON'S REPORT** – Robert Beaver

1. Board members were welcomed to the meeting. Mr. Schalow was excused.
2. ACCT Leadership Congress will be held September 30 – October 3, 2020 in Chicago. Early registration is open. Anyone interested in attending should contact Ms. Susa to confirm travel plans by June 15.
3. The Wisconsin Technical College District Boards Association (DBA) Summer Meeting will be held July 23-25 in Marshfield. In-Service will feature discussion on K-12. Anyone interested in attending is asked to confirm plans with Ms. Susa.
4. Future meeting dates (times unless otherwise announced):

<b>MONTHLY MEETING</b>	Committee Meetings – 4:15 p.m.
Monday, June 15 2020	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.
<b>ORGANIZATIONAL MEETING</b>	Committee Meetings – 4:15 p.m.
Monday, July 13 2020	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.

**H. PRESIDENT'S REPORT** – Dr. Shelly Mondeik

1. Recent Mid-State graduates experienced graduation via YouTube shout out, Facebook live event during regularly scheduled graduation and received a graduation box (containing cap, tassel, and Mid-Date swag) to celebrate their accomplishments.
2. Spring semester students who required hands-on course work to complete courses have returned to campus.
3. Presidents Association continues to discuss COVID, funding and budget planning.

**I. COMMITTEE REPORTS**

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
  - a. APPROVAL OF COMMITTEE MINUTES (May 8, 2020): Motion by Mr. Merdan, seconded by Ms. Miller, upon a voice vote, unanimously approved the May 8, 2020 Finance & Infrastructure Committee minutes as presented.
  - b. TREASURER'S REPORT: Reviewed and discussed college financial data.
  - c. RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$4,500,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE: Administration requested authority to issue \$4,500,000 in general obligation promissory

notes to finance budgeted capital expenditures in 2020-2021. Presentation of the budget and a schedule of events was previously provided.

Motion by Mr. Spargo, seconded by Mr. Hoerter, upon a roll call vote, unanimously approved the following Resolution Authorizing The Issuance Of Not to Exceed \$4,500,000 General Obligation Promissory Notes; and Setting The Sale:

WHEREAS, the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") is presently in need of \$867,000 for the public purpose of paying the cost of building remodeling and improvement projects; in the amount of \$3,628,000 for the public purpose of paying the cost of acquiring movable equipment; and in the amount of \$5,000 for the public purpose of paying the cost of site improvements; and there are insufficient funds on hand to pay said costs;

WHEREAS, the District hereby finds and determines that the projects are within the District's power to undertake and serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, technical college districts are authorized by the provisions of Section 67.12(12), Wisconsin Statutes to borrow money and to issue general obligation promissory notes for such public purposes.

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$867,000 for the public purpose of paying the cost of building remodeling and improvements projects; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$3,628,000 for the public purpose of paying the cost of acquiring movable equipment; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$5,000 for the public purpose of paying the cost of site improvements; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000) from Robert W. Baird & Co. Incorporated (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance

of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the Wisconsin Rapids Daily Tribune, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A, B and C (collectively, the "Notices") and incorporated herein by this reference.

Section 3. Sale of the Notes. The sale of the Notes shall be negotiated with the Purchaser. At a subsequent meeting, the District Board shall act on the purchase proposal received from the Purchaser and specify the terms of and interest rates on the Notes.

Section 4. Official Statement. The Secretary shall cause an Official Statement to be prepared by the Purchaser. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this Resolution.

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notices provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Adopted, approved and recorded May 18, 2020.

- d. FY2019-20 BUDGET AMENDMENT: Budget amendments reflect the current budget document and have been addressed in the Treasurer's Report each month.

Motion by Mr. Spargo, seconded by Mr. Hoerter, upon a roll call vote, unanimously approved the following Notice of 2019-20 Budget Amendment Resolution:

WHEREAS, the 2019-20 budget was adopted by the Mid-State Technical College (Mid-State) Board on June 17, 2019 and State statute requires the district board to approve any modifications to the original adopted budget; and

WHEREAS, changes to the adopted budget were incorporated into the monthly financial reports and district board's monthly agenda, and were published with the minutes; and

WHEREAS, the General Fund budget was adjusted to accommodate: the addition of or modification of federal or state grants; the redistribution of salaries and wages; new staff hires; the

reallocation of expenses within departments and functions; and

WHEREAS, the Special Revenue - Operational Fund budget was adjusted to accommodate: creation of wage and fringe budgets; the creation of WAT revenue as a funding source; and

WHEREAS, the Capital Projects budget was adjusted to accommodate: the reallocation of capital budgets within departments and functions; and to reflect current year projects' estimates; and to modify and add state, federal, and grants; and

WHEREAS, the Debt Service Fund budget was adjusted to accommodate: the payment of debt; and

WHEREAS, the Special Revenue – Non-Aidable Fund budget was adjusted to accommodate: the creation a new position; and

NOW, THEREFORE, BE IT RESOLVED by the Mid-State Technical College Board to approve the following 2019-20 budgetary revisions:

<b>FUND</b>	<b>FUNCTION RESOURCE</b>	<b>APPROPRIATION CHANGE</b>	<b>MODIFIED APPROPRIATION</b>
General	Instruction	\$1,178,237	\$18,979,257
General	Instructional Resources	\$97,599	\$1,131,400
General	Student Services	\$45,332	\$4,104,934
General	General Institutional	\$122,869	\$5,331,846
General	Physical Plant	(\$7,514)	\$2,073,394
Special Revenue – Operational	Instruction	(\$15,158)	\$845,195
Special Revenue – Operational	Student Services	\$40	\$40
Capital Projects	Instruction	\$15,889	\$2,096,309
Capital Projects	Instructional Resources	(\$18,992)	\$149,008
Capital Projects	Student Services	\$16,340	\$624,240
Capital Projects	General Institutional	\$343,389	\$1,095,497
Capital Projects	Physical Plant	(\$115,846)	\$1,399,589
Debt Service	Physical Plant	\$165,000	\$6,596,097
Special Revenue – Non-Aidable	General Institutional	\$25,117	\$321,259

BE IT FURTHER RESOLVED that these budget modifications comply with the district board's policy; and

BE IT FURTHER RESOLVED that the 2019-20 amended budget be used as the official comparison to the proposed 2020-21 budget; and

BE IT FURTHER RESOLVED that these changes are now authorized by a two-thirds (2/3) vote of the entire District Board membership in accordance with Section 65.90(5) of Wisconsin Statutes; and

BE IT FURTHER RESOLVED that administration be directed to place this resolution as Class 1 legal notice in the designated district newspaper as required by Section 65.90(5)(a) of the Wisconsin Statutes.

- e. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.

2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek

- a. NEW PROGRAM APPROVAL: Approval was sought to move forward with the approval process for two new programs: Culinary Arts Associate Degree program and Agribusiness Agronomy Technician Technical Diploma program.

Following concept approval in February, a labor market analysis was completed indicating strong demand for the Culinary Arts Associate Degree program. Financial support in the form of grants will be sought and capital dollars will be reallocated to support launch of the program.

Motion by Betty Bruski Mallek, seconded by Charles Spargo, upon a roll call vote, unanimously approved the Culinary Arts Associate Degree program.

The Agribusiness Agronomy Technician Technical Diploma program is a two semester embedded program that was provided concept approval in February. Following labor market analysis, demand for the program was demonstrated. Anticipated start date is Fall 2021.

Motion by Charles Spargo, seconded by Betty Bruski Mallek, upon a roll call vote, unanimously approved the Agribusiness Agronomy Technician Technical Diploma program.

- b. COURSE COMPLETION UPDATE: Mid-State students are back on campus today to complete spring coursework. More than 80% of spring classes were transitioned to virtual delivery. Safety and cleaning protocol have been put in place.

3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Bob Beaver

- a. CARES ACT: Dr. Damrow highlighted the CARES Act and how it effects Mid-State students, staff and operations.
- b. WORKFORCE DEVELOPMENT CONTRACTS AND PROPOSALS: Highlighted workforce contract with Committee.

**J. COMMITTEE-OF-THE-WHOLE** – Robb Fish

1. FY21 PROPOSED BUDGET PRESENTATION: Mr. Fish presented the FY21 Proposed Budget and request for approval of Resolution to Publish the 2020-21 Budget.

Motion by Charles Spargo, seconded by Betty Bruski Mallek, upon a roll call vote, unanimously approved the following Resolution to Publish the 2020-21 Budget:

BE IT HEREBY RESOLVED that authority be given to the administration of Mid-State Technical College to publish, at least fifteen days prior to the Public Hearing, the Budget Summary and Notice of Public Hearing for Mid-State Technical College for 2020-21, with an expenditure budget totaling \$56,588,781. The Public Hearing will be held on June 15, 2020, at 5:00 p.m.

**K. DISCUSSION & ACTION** – Dr. Shelly Mondeik

1. MID-STATE'S MISSION, VISION, STRATEGIC DIRECTIONS AND CORE VALUES: Mid-State conducted a strategic planning process to validate Mid-State's Mission, Vision, Strategic Directions and Core Values. The process and stakeholder feedback was shared.

**L. CLOSED SESSION**

The Board will entertain a motion to convene to closed session, pursuant to s.19.85(1)(c) Wisconsin Statutes, to discuss the President's evaluation and compensation. The Board may take action in closed session. Following the closed session, the Board will entertain a motion to reconvene in open session and will then take any further action that is necessary and appropriate. The Board will thereafter entertain a motion to adjourn the meeting.

Motion by Ms. Bruski Mallek, seconded by Ms. Crass, upon a roll call vote, unanimously approved closed session as announced. Closed session convened at 6:32 p.m.

**M. ADJOURNMENT** – Robert Beaver

There being no further action as a result of closed session, motion by Mr. Spargo, seconded by Ms. Crass, upon a roll call vote, unanimously approved reconvening in open session at 7:02 p.m.

There being no further action or business of the Board, the meeting adjourned at 7:05 p.m. with a motion by Mr. Spargo, seconded by Ms. Crass, upon a voice vote.

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Lynneia Miller, Secretary  
Mid-State Technical College Board

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Angela R. Susa  
Recording Secretary